
How to . . .

Move Outlook Express Messages to a New Computer

Copy Email Messages:

1. On the **Tools** menu, click **Options**
2. On the **Maintenance** tab, click **Store Folder**
3. Select the folder location, and then press CTRL+C to copy the location
4. Click **Cancel**, and then click **Cancel** again to close the dialog box
5. Click **Start**, and then click **Run**
6. In the **Open** box, press CTRL+V, and then click **OK**
7. On the **Edit** menu, click **Select All**
8. On the **Edit** menu, click **Copy**, and then close the window
9. Right-click any empty space on your desktop, click **New**, and then click **Folder**
10. Type **Mail Backup** for the folder name, and then press ENTER
11. Double-click the Mail Backup folder to open it
12. On the **Edit** menu, click **Paste**
13. Close the Mail Backup folder
14. Copy the Mail Backup folder from your desktop to a CD, DVD, USB drive etc...

Import Email Messages:

1. Insert the CD, DVD, USB drive into the new computer
2. On the **File** menu, point to **Import**, and then click **Messages**
3. In the **Select an e-mail program to import from** box, click **Microsoft Outlook Express 5** or **Microsoft Outlook Express 6**, and then click **Next**
4. Click **Import mail from an OE5 store directory** or **Import mail from an OE6 store directory**, and then click **OK**
5. Click **Browse**, and select the drive which contains the Mail Backup folder you copied in the above section
6. Click **OK**, and then click **Next**
7. Click **All folders**, click **Next**, and then click **Finish**